EXPENSES CLAIM FORM

EOD	DETAILED INSTRUCTIONS.	CEE INICTRI ICTIONIC TAR	

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- _ PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

- MAKE SUF	RE ERRORS L	ISTED IN CEL	LL 150-152 AF	RE RESOLV	/ED BEFORE SUBMITTING CLAIM								
		NAME:					DATE OF CLAIM:						
						COST CENTRE (TEAM NUMBER / N	110 - G	ENERAL (COUNSEL	overwrite this cell with currency if "other" selected below			
	DATE & TIME (FOR SUBSISTENCE CLAIMS)								AMOUNT CLAIMED		FINANCE USE		
RECEIPT	DATE/	TRIP	<u> </u>	TOTAL				RECEIPT	NO.	NO.	CHOOSE		
TRIP S		DD/MM/YY		TRIP HRS	REASON FOR TRIP WHY YOU TRAVELLED	DESCRIPTION OF EXPENSE WHAT YOU PAID FOR	CATEGORY CHOOSE FROM DROP DOWN LIST	NUMBER ENTER NUME	MILES FR UNLESS		CURRENCY UK £	PROJECT CODE USE DROP DOWN LIST	CODE
25/03/19	08:00:00	25/03/19			Attending the Legal Reference Panel Meeting in London	Parking Feed	Parking & tolls 26001			N/A		NO PROJECT - 0000	110-26001-0000
02/04/19	00.00.00	23/03/13	20.00.00	n/a	Team Building & Thank You Luncheon for Team	Luncheon for 6 members of the Legal Services Team	Staff Recognition 26011			N/A		NO PROJECT - 0000	110-26011-0000
										,			
Enter any n	otes relating	g to this clair	m here					Total miles	0				ı
Enter any notes relating to this claim here										-			
							TOTAL EXPENSES INCURRED				146.00		
Claimant declaration:					Emma Bate		CASH ADVANCE RECEIVED						
I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connect certificate on the date of travel.							TOTAL CLAIMED/(REPAID TO FINANCE) 146.00						
Heather Dove					Once the errors in Cell I50-52 are resolved, forward this claim expenses@ico.org.uk with "approved expenses" in the subjec	and your scanned receipts to your approver who should reviet.	view it and then email it to NO ERRORS n/a n/a						